Vendors in SSIS: Additional Entry

New Vendor Entry

All new vendors must first be entered in your County Accounting System and imported into SSIS using the Vendor Import process (except Tribal agencies who do not use vendor Import). The Import process is scheduled in SSIS Admin. Once the vendor is imported into SSIS you may need to enter additional information for Service Arrangements, Payments, and IV-E Claiming.

Reference: Refer to the SSIS Worker Business Organization module for additional information that you can enter, if needed.

New Address, Phone or Email:

The Payment (type) address and Payment (type) phone import from your County Accounting System. SSIS recommends that you enter the Physical Location of the vendor.

Add a New Address/Physical Location:

1. From Searches>Business Organization Search or from Searches/Logs> Business Organization Search
2. Access **Action** and select **New Address**.
3. Select **Physical Location** from the **Type** field.
4. Enter **today's date** as the Effective Date and complete required fields.
   - Only one physical location address can be effective at one time.
5. Enter any **Comments** needed.
6. **Save**.

Vendors License Entry

🖱 *Enter New License:*
1. Select the **Licenses** folder in the Tree View and access the **Action** menu.
2. Select **New License**.
3. Complete all fields.
4. Click **Save**.
5. Access **Action** and select **New License** to complete multiple licenses if needed.

Hints:
- *Use the Title IV-E Per Diems for Group Facilities Search to find licensing information for vendors not licensed by your agency.*
- *From **Searches/Logs**, select **Title IVE Per Diems for Group Facilities** and **Search**.*
  - o *The Sub Code identifies which service the IV-E per diem is for when a facility provides multiple services.*

Services Offered

🖱 **Enter New Service Offered:**
1. Select the **Services Offered** folder in the Tree View and access the **Action** menu.
2. Select **New Service Offered**.
3. Select the **BRASS Program area** from the drop-down menu.
4. Select the **Service** and complete the **1099 Indicator** and **Client Will Serve Preferences** drop-down menus.
5. **Save**.

🖱 **Add County Sub-Service to a Service Offered:**
1. Select the service in the grid, access the **Action** menu, and select **Add Existing County Sub-Service**.
2. Search for County Sub-Service and click the **Select** button.
3. **Save**.

💡 *Hint: County Sub-Services are created in SSIS Admin.*